MINUTES
ST. ALBANS CITY DEVELOPMENT REVIEW BOARD
REGULAR MEETING
ST. ALBANS CITY HALL, 100 NORTH MAIN STREET
6:30 PM, MONDAY, MAY 4, 2026

APPROVED 6.1.2026

Members of the Board Present: IN PERSON: Rebecca Pfeiffer, Chair; Rick Coon, Vice Chair; Becky Manahan; Jan Appel, Alternate

Members of the Board Absent: Emily Biron; Dick Thayer

Members of City Staff Present: IN PERSON: Sara Bennett, Property Services Manager; Katie Haseltine, Minute Taker

Members of the Public Present: IN PERSON: Tim Lesperance; Karl Bortz; H. Yeung (72 N. Main); Chad Branon; Evelyn Martin; Armand Turner; Jennifer Desautell VIA ZOOM: Jim F.; Matt Senghas; Renick Darnell-Martin.

A. **BEGIN RECORDING** AND OPEN MEETING - R. Pfeiffer called the meeting to order at 6:30 PM.
   1. Pledge of Allegiance - R. Pfeiffer led the pledge of allegiance.
   2. Assign Alternate(s) if necessary - R. Pfeiffer assigns J. Appel as an alternate.
   3. Consider any additions or deletions to agenda.
      1. S. Bennett shares that she has still not heard back from the applicants for Case 2025-014 and Case 2025-015, but reminded the board that they had started discussing how long a case can be continued before they have to re-apply.

B. DEVELOPMENT REVIEW SEGMENT - PUBLIC HEARINGS
   1. *Continuation:* **Case 2025-014 Conditional Use Review & Case 2025-015 Site Plan Review / Amber & Shaun Sullivan / 20 Locke Terrace / Parcel 26053020.** Conditional Use Review & Site Plan Review for a new storage building. This property is located in the S-IND Service-Industrial Zoning District.
      1. R. Pfeiffer opens case 2025-014 and Case 2025-015 and reminds the board that this is the case S. Bennett was talking about. R. Pfieffer is inclined to continue the case once more while they work out their procedure regarding how long a case can be continued for. B. Manahan agrees. ***Motion by B. Manahan to recess until June 1, 2026. Seconded R. Coon. Motion passed with all in favor.***
   2. **Case 2026-005 Variance Request / Karl Bortz / 165 Federal St. / Parcel 22033165**. Variance request for extension of building in setback. This property is located in the B2 Transitional Business District and the DR-3 Residential Design Review District..
      1. R. Pfeiffer opens case 2026-005 and asks if any board members have any ex parte communication or conflict interest. No one does. K. Bortz and S. Bennett take their oath.
      2. S. Bennett reads her staff report noting the highlighted items.
      3. R. Pfeiffer seeks clarification on the fence location. K. Bortz confirms. R. Pfeiffer asks about the year of the sketch that was provided. S. Bennett shares it is 2014.
      4. K. Bortz introduces himself and explains that this is the last project on this property and is ready to finish it up. So, he is requesting a variance to extend the building and roof 3" north, extend the building east 3", and the roof 19".
      5. R. Pfeiffer asks how confident K. Bortz is in the property line. K. Bortz is not.
      6. R. Pfeiffer discusses the possibility of doing a waiver instead of a variance request. It would be a 50% setback waiver that would allow extending the roofline by up to 2.5 feet on the east side while maintaining compliance on the other sides.
      7. B. Manahan had concerns about the shed being nonconforming and if a variance was granted it would become more nonconforming. Since it sounds like this case could shift to a waiver, the nonconforming piece no longer applies.

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8. R. Pfeiffer opens public comment. There is none.
9. ***Motion by B. Manahan to close the case. Seconded by R. Coon. Motion passes with all in favor.***

3. **Case 2026-006 Conditional Use Review / Seventy Two North Main LLC / 72-74 North Main Street / Parcel 23063072**. Conditional Use Review for 2 additional dwelling units. This property is located in the B1 Central Business District. The DR-1 Traditional Downtown Design Review District, and the Historic District.
    1. R. Pfeiffer opens case 2026-006 and asks if any board members have any ex parte communication or conflict interest. No one does. H. Yeung and S. Bennett take their oath.
    2. S. Bennett reads her staff report noting the highlighted items.
    3. H. Yeung explains that he recently purchased this property and is looking to convert the 2nd floor into 2 residential units and the third floor into 2 residential units for a total of 4 apartments.
    4. R. Pfeiffer asks for clarification on the different uses of the spaces in the property. H. Yeung provides clarification that third floor is one open space, although it used to be two units, and the second floor has two units, one of which used to be commercial and is changing its use to residential.
    5. R. Pfieffer asks about their plan for trash and recycling. H. Yeung explains that right now the trash is located near the power meters and is exploring options with Marty Manahan as the building is landlocked and there is no direct access to the back lot for trash collection.
    6. R. Pfeiffer opens public comment.
        1. T. Lesperance shares that while this doesn't apply to the discussion tonight, he wanted to share with H. Yeung that if he was ever considering installing a sprinkler system in the basement, he would be willing to split the cost with them because they need access to water from their line. H. Yeung thanks them for the offer and will reach out if they decide to do that down the road.
        2. S. Bennett reads E. Martin's public comment that was submitted. E. Martin seeks further response on the concerns regarding trash and parking. R. Pfeiffer reminds that the location of this property, being in the Central Business District, does not have requirements around parking. H. Yeung shares that he has been communicating with Marty Manahan about options for trash, and also adds that he plans to do his own snow removal from the entrance to the building to the trash area noting his responsibility as a landlord. E. Martin's concern with parking was that her three properties have businesses and would just like them to be considerate of leaving space along Center Street during construction. B. Manahan believes it is 2-hour parking along that street, which limits how long a construction vehicle could stay there.
        3. R. Pfeiffer believes that the comments by abutting property owners provided tonight open opportunity for them to connect outside of this meeting to potentially determine a shared solution for parking and trash removal.
    7. ***Motion by R. Coon to close the case. Seconded by B. Manahan. Motion passes with all in favor.***
    8. ***T. Lesperance and E. Martin depart the meeting at 7:33 pm.***

4. **Case 2026-007 Conditional Use Review & Site Plan Review / 27 Rainier Place / Parcel 26079207**. Conditional Use Review & Site Plan Review for new multi-dwelling buildings. This property is located in the B2 Transitional Business District and the DR-4 Gateway Design Review District.
    1. R. Pfeiffer opens case 2026-007 and asks if any board members have any ex parte communication or conflict interest. No one does. C. Branon, J. Desautell, A. Turner, and S. Bennett take their oath.
    2. S. Bennett reads her staff report noting the highlighted items.
    3. C. Branon introduces himself and acknowledges that there is a long history with this property, and they've been on this project (Fieldstone Land Consultants) since 2014. C. Branon proceeds to provide a full summary of the history of work done and what they are proposing to do, noting that they've addressed all requests made by the DAB at their hearing on 4/27/2026.
    4. C. Branon continues by responding to each highlighted item in S. Bennett's staff report. Primary items of discussion included:

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1. Construction timeline: C. Branon shares that the construction schedule is a two-year window they are looking at, once all approvals are secured. S. Bennett shares that this board has, in the past, pre-approved an extended timeline in anticipation of construction delays. C. Branon would appreciate the board considering an extension for this project, noting that prior applications they submitted required them to come back before the board because their approval had lapsed. R. Pfieffer agrees that extending now is preferred.
2. ADA Compliant Parking: C. Branon explains that the staff note about ADA compliant spaces is a non-issue because townhouse style buildings do not require ADA parking per the federal regulations, so they do not put them in their plans.
3. Buffers - C. Branon explains that the property does not abut a residential zoning district and the building design and landscaping proposed will create an appealing visual appearance to the site but does not believe that a solid buffer is not required.
4. Grading - C. Branon explains that the proposed site grading has slopes of 3:1 (horizontal to vertical) at the steepest parts, and only for a short vertical change.

5. B. Manahan asks why building 7 is at an angle. C. Branon explains that it is partially due to the slope of the lawn, but more because of the existing parking area that was there prior to the building going up.
6. R. Pfeiffer asks about snow removal. C. Branon explains that they have designated snow storage locations that they've used for many years now and they will continue to use those spaces. C. Branon notes that some of those labels may have been removed on the plan in the process of updating it with new ideas, so he can put those back if they'd like. A. Turner adds that he also owns the property to the south and has used that for snow storage in the past as well.
7. R. Pfeiffer asks about the concern regarding school bus pickup, that a public comment was submitted by D. Luneau for. C. Branon thinks there are plenty of options on the lot for school buses to pick up and turn around.
8. R. Pfeiffer opens public comment.
    1. S. Bennett reiterates D. Luneau's comment regarding adequate space on their lot for a school bus to move around. C. Branon believes there will continue to be adequate space to allow for school buses to pick up and turn around on the lot.
9. ***Motion by R. Coon to close the case. Seconded by B. Manahan. Motion passes with all in favor.***

C. OTHER BUSINESS

1. Planning & Development update - None.

2. Enforcement update - None.

3. Approval of Meeting Minutes - 4/6/26
    1. B. Manahan notes a couple minor edits.
    2. ***Motion by B. Manahan to approve the 4/6/2026 minutes as presented with the edits noted. Seconded by R. Coon. Motion passes with all in favor. J. Appel abstains.***

4. Confirm next meeting date and time. - Monday, June 1st, 2026.
    1. R. Pfeiffer confirms next meeting. R. Pfeiffer will not be present.

5. Other
    1. R. Pfeiffer asks if there has been any update on the conversation regarding how long a case can be recessed and continued. S. Bennett reached out to VLCT, as directed, and they did not have any clarifying thoughts, nor have they discussed a time frame for case continuations. S. Bennett shares that this case is unique in that they had some unforeseen things that have come up and are working through before they are ready to come before the Board.
    2. R. Coon is curious what the harm is in continuing to extend a case. R. Pfeiffer explains that if a case is continued for months on end and zoning changes are made, the applicant would be exempt from conforming to new zoning since the application was initially started prior to changes being made.

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3. R. Pfeiffer proposes that they consider language in cases that need to be continued to include a timeline, changes to zoning bylaws, etc. S. Bennett adds additional criteria around lack of communication or new evidence. S. Bennett noted that when a case is continued, the meeting at which the continuation is approved—specifying the future meeting date—now serves as the official notice for that continued hearing. As a result, interested parties must refer to the meeting minutes to stay informed about when the hearing will be held next.
4. R. Pfeiffer asks S. Bennett to discuss with C. Sawyer their conversation about this tonight and work up language that can be added to their procedures to address these concerns.

D. PUBLIC COMMENT - None

E. ENTER DELIBERATIVE SESSION

A. ***Motion by B. Manahan to adjourn. Seconded by R. Coon. Motion passes with all in favor.***

B. R. Pfeiffer adjourns meeting at 8:43 PM.

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